

ACCESSORY DWELLING UNIT APPLICATION CHECKLIST

- (1) _____ Completed Application Form with name(s) and address(es) of applicant(s) and property owner(s) and submittal of signed "Important Notice to Applicants" form.
- (2) _____ Site address and assessor's parcel number for the lot.
- (3) _____ Size, indicating dimensions and square footage of the primary residence and the proposed accessory dwelling unit.
- (4) _____ A legible scaled drawing, showing: **(One 24" x 36" and one reduced 11" x 17" size drawings required for submittal)**
 - (A) A north arrow to indicate parcel orientation.
 - (B) Lot dimensions with labels for all property lines.
 - (C) Lot size (in square feet)
 - (D) Siting and location of the primary residence and the proposed accessory dwelling unit.
 - (E) Floor plan configuration of the primary residence and the proposed accessory dwelling unit.
 - (F) All other existing improvements, including driveways and parking areas. Unless exempt under Section 82-24.012K(2) one additional space is required. Evidence of exemption may be required.
 - (G) If a new entrance/driveway is proposed for the accessory dwelling unit other than the existing entrance/driveway for the main residence, an encroachment permit may be required for review and consideration of the Public Works Department.
 - (H) Location of all trees (species, size, and dripline) which are 6.5 inches in diameter or greater measured 4½ feet above the ground within 50 feet of the proposed project.
 - (I) Exterior design of the accessory dwelling unit. "Exterior design" includes exterior features, such as entrances, windows, and roof.
- (6) _____ Location and description of water and sanitary services for both the primary residence and the accessory dwelling unit.
- (7) _____ Property owner's consent to physical inspection of the premises.
- (8) _____ A written legal description of the property (deed).